

REQUEST FOR PROPOSALS
SPECIFIC RESEARCH GRANT PROGRAM

“Of the amount appropriated from the General Fund in Section 1 of this act, \$2,100,000 shall be used for specific research funding, matching awards, research centers and infrastructure, with commercial application as a goal.”

1997 Idaho Session Laws
Chapter 165
Section 3

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INFORMATION

1. Project forms are to be filled out by the principal investigator and any co-principal investigator(s). The forms contained in this RFP must be used and may be reproduced. Copies will not be provided by the SBOE. Forms can be acquired from the research office of the respective institutions.
2. Completed proposals must be submitted to the State Board of Education by 5:00 P.M., *MM/DD/YY*.
The proposals must first be screened at the originating institution for adherence to the RFP guidelines and commercial application for the state of Idaho. Only those that meet all requirements and show commercial application for the state of Idaho should be forwarded to the State Board Office. The State Board staff will organize the proposals and administer an external peer review for each proposal according to the field. Peer reviewers will use the excellent, very good, good, fair, poor rating system of evaluation. The Higher Education Research Council will recommend grant recipients to the State Board on the basis of the peer review results. Awarding of funds for research projects is presently planned for *MM/DD/YY*.
3. The amount of money the SBOE will award this year will not exceed \$35,000 per proposal.
4. The total amount of money to be awarded for specific research projects for FYXXXX will be approximately \$500,000. However, this is dependent upon the Legislature appropriating at least the same amount as last year. There is no limit or formula giving minimum or maximum fractions of the \$500K, which any one of the four state-supported institutions can obtain. It is possible that all or none of the \$500K could go to a single institution based on the judged excellence of the proposals submitted by all the institutions.
5. There is no limit on the number of proposals submitted by any of the four institutions. However, only one project for a principal investigator or co-principal investigator will be funded in any given year.
6. Projects selected for funding will receive monies in *MM/DD/YY*. The duration of support will be for one year, with an automatic six-month, no-cost extension added. All funds must be expended within 24 months.
7. No single project will be supported by more than two grants from the SBOE. A second proposal to support the same project may be submitted for one additional period of support after the completion of two SRGP cycles. It will be placed in competition with others for that year.
8. Proposal packages should be addressed to:

(If Courier service) Idaho Board of Education 650 W. State Street #307 Boise, Idaho, 83702	(If U.S. Postal service) Idaho Board of Education PO Box 83720 Boise, ID 83720-0037
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ELIGIBILITY REQUIREMENTS

Every state institution designated as a university or four-year college is eligible to submit research project proposals under the Specific Research Grant Program. A major focus under this program should be start-up funds and seed monies that would make the proposed research competitive for external funding after completion of the project. Additional requirements are:

1. The principal investigator and any co-principal investigator(s) submitting Specific Research proposals must be full-time, tenure-track faculty. Consideration may be given to other individuals under special circumstances.
2. No principal investigator or co-principal investigator shall be funded more than once every third year of the Specific Research Grant Program.
3. A faculty member who has received competitive grant funds from nationally competitive grant programs sponsored by federal agencies for six of the previous 10 consecutive years (as defined by the official grant initiation and termination dates) while employed in Idaho's system of higher education is ineligible for funding. A federal agency is defined as those agencies listed as follows: NSF, NASA, DOE, NIH, USDA, EPA, ONR, NEA, NEH, U.S. Dept. of Education, and any other federal agency which has a national competition for research funds. Excluded are those awards granted to individuals that are "flow through" federal funds to states or funds that are awarded only by local or regional competition.

The principal investigator and any co-principal investigator(s) are designated by the grantee institution. These individuals will receive credit for any accomplishments from the proposed work and must meet all requirements listed above. Contact the Chief Academic Officer of the SBOE with any questions regarding eligibility requirements.

GUIDELINES FOR PREPARATION OF PROPOSALS

These guidelines are for proposal submission in all disciplines. The format described herein must be used.

Contents of the Proposal

The proposal should present the:

1. Objectives and significance of the proposed work;
2. Suitability of the methods to be employed;
3. Qualifications of the investigator(s) and the grantee organization;
4. Effect of the activity on the infrastructure of science, engineering, social sciences, the humanities, the arts, or of education in these areas;
5. **Commercial application for the state of Idaho;**
6. Amount of funding required.

The proposal should be reviewed carefully to ensure that all essential parts are included. A checklist is provided for this purpose. The Board expects strict adherence to the rules of proper scholarship and attribution, which are at the heart of the organization of research, the communication of its results, and the competitive merit review system on the basis of which awards will be made. The responsibility for proper attribution and citation rests with authors of a research proposal. Failure to adhere to such standards will result in disqualification of the proposal.

Format of the Proposal

To facilitate processing, the original should be bound with a binder or paper clip and not stapled. Other copies should be stapled in the upper left-hand corner, with pages numbered at the bottom and a 1-inch margin at the top. The original signed copy must be printed only on one side of each sheet. Additional copies may be printed on both sides. Six copies of the proposal, including the original signed copy, must be submitted. Contents must be assembled in the sequence given in the proposal checklist.

An electronic copy of the proposal would be of assistance in recruiting peer reviewers. PIs may submit a copy on disk or by email to _____. Submission of the proposal electronically is in addition to the six paper copies of the proposal described in the above paragraph.

The project description may not exceed 10 pages, with a maximum of 26 lines per page and using a 12-point font. Failure to adhere to these guidelines will result in disqualification of the proposal. Tables and graphs must be included in the 10 pages reserved for the project description. Appended information must not be used to circumvent the page limitation. However, in exceptional circumstances where visualization of materials through computer resources provides important information/demonstration about the project that cannot be made available through a printed text, a proposal may include a computer disk containing this information. The disk must be accompanied by a printed narrative explaining the unusual circumstances and the nature of the visual materials on the computer disk. This narrative explanation/demonstration, which may be no longer than one double-spaced page, in a 12-point font, should be submitted to the State Board Office for review and approval no later than *MM/DD/YY*. PIs will be notified of their approval or disapproval in time to meet the proposal submission deadline.

The following are not included in the 10 page limit.

1. **A one-page description of the commercial application for the state of Idaho**
2. A one-page Project Summary
3. Results from Prior SBOE Support
4. Bibliography
5. Biographical Sketches
6. Eligibility Requirement Sheet
7. Budget and Budget Explanation Page(s)
8. Description of Facilities and Equipment
9. Current and Pending Support Form
10. List of Suggested Reviewers
11. Documentation as needed for special considerations (see appendix)

Cover Page (Form A)

The title of the proposed project should be brief, informative and intelligible to a literate reader in the discipline and suitable for use in the public press. The Board may edit the title of a project before making an award.

Proposals must be approved by the appropriate institutional officer. One copy of the proposal must be signed by the principal investigator and any co-principal investigator and an official authorized to commit the institution in business and financial affairs. Proposing organizations may have additional signature requirements. Other copies must record the names and titles of those who have signed the original. Proposals are incomplete if endorsement signatures are omitted.

Table of Contents

A table of contents is required. It should show the location of each section of the proposal as well as major subdivisions of the project description, such as the summary of previous work, statement of proposed research or scholarly or creative activity, and methods and procedures to be used.

Commercial Application Description

A one-page (maximum 26 lines, using a 12-point font) description of the anticipated commercial application of the project for the state of Idaho must be included. The name(s) of the originating institution, principal investigator, co-principal investigator(s), and any others involved in the project should not be identified by name in this description. It should list the title of the project at the top followed by the narrative. It should be attached to the original only. This description will be reviewed by HERC to determine eligibility to compete in the Board's Specific Research Grant Program. Principal investigators will be notified if a project was not accepted for the SRGP competition. Failure to include this description or to adhere to the aforementioned guidelines will result in automatic ineligibility.

Project Summary

The proposal must contain a one-page summary (maximum 26 lines, using a 12-point font) of the proposed activity, suitable for publication. This summary must not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal were funded. The summary must include:

1. A statement of objectives.
2. Methods to be employed.
3. Significance of the proposed activity to the advancement of knowledge.

It should be informative to other persons working in the same or related field and, insofar as possible, understandable to a literate reader in the discipline.

Results from Prior SBOE Support

If the principal investigator or co-principal investigator(s) has received an SBOE award in the past, information on the prior award is required:

1. The SBOE award number, amount, and period of support.
2. The title of the project.
3. A summary of the results of the completed work. This summary must not exceed the equivalent of two pages, 26 lines per page.
4. List of publications that resulted from the SBOE award.
5. If the proposal is for renewal of a grant, a description of the relation of the completed work to the proposed work. Please note that only one "renewal" grant is permissible and that an application for renewal may not be submitted before two additional funding cycles have passed.

If the applicant has received more than one prior award, the applicant must provide the information requested for the prior award that is most closely related to the proposal. Peer reviewers may be asked to comment on the quality of the prior work described in this section.

Project Description

The main body of the proposal should be a detailed statement of the work to be undertaken and should include:

1. General plan of work, including the broad design of activities to be undertaken.
2. Adequate description of methods and procedures.
3. Objectives for the period of the proposed work and expected significance or contribution to the field.
4. Relation to longer-term goals of the investigator's project.
5. Relation to the present state of knowledge in the field including work in progress by the investigator and work in progress elsewhere.
6. Description of any substantial collaboration with individuals not referred to in the budget should be described.
7. Documentation of such collaboration with a letter from each collaborator should be included as an appendix.
8. The specific contributions the proposed work will make toward expanding or developing the knowledge and technology base.
9. (For science and engineering proposals only).
Potential new discoveries or advances that are expected as a result of the research.

Special Guidelines for Equipment

Proposals that request equipment must list potential uses and a description of its use(s) as it relates to the project. The descriptions should be succinct and should emphasize the intrinsic merit of the activity for the discipline and the importance of any equipment to it. A brief summary will suffice for auxiliary users of equipment.

The Board, for the purpose of these proposals, defines equipment as an item of property that has an acquisition cost of \$500 or more and an expected service life of 2 or more years. Items of needed equipment costing \$1,000 or more must be listed individually with description and estimated cost, including tax, and adequately justified.

Allowable items will ordinarily be limited to scientific equipment and apparatus that are not already available for the conduct of the work. With the exception of computers and computer-related equipment such as software, general-purpose office equipment will normally not be considered eligible for support.

The purchase of equipment with grant funds must follow the guidelines used in other equipment purchased by the institution. It must also follow restrictions and requirements for equipment purchases by the State.

Bibliography

A bibliography of pertinent literature is required. Citations must be completed according to the standard format used in the discipline of the proposal.

Biographical Sketches

Vitae of senior personnel and a list of each investigator's publications during the past 5 years, including those in press, must be provided. The vitae must list only academic essentials. Proposals including equipment purchases in excess of \$1000 per item must include a brief biographical sketch and a list of publications for each user.

For the personnel categories listed below, the proposal may include information on exceptional qualifications of the individual that merit consideration in the evaluation of the proposal.

- Postdoctoral associates
- Other professionals
- Graduate students (research assistants)

Budget (See Instructions for Summary Proposal Budget and Form B)

Each proposal must contain a budget for the term of support requested. The proposal may request funds under any of the headings listed in the budget format as applicable to the proposed project. No indirect costs are permitted. The total amount of funds requested should be rounded to the nearest **hundred** dollars.

Salaries and Wages

The proposal must list:

1. The names of the principal investigator and any co-principal investigator(s), faculty, and other senior associates.
2. The estimated number of academic-year, summer, or calendar-year person-months for which SBOE funding is requested.

For postdoctoral associates and other professionals, each position must be listed, with the number of full-time-equivalent person-months and rate of pay (hourly, monthly, or annual). For graduate and undergraduate students, secretarial, clerical, technical, etc., only the total number of persons and total amount of salaries per year in each category are required. Salaries requested must be consistent with the institution's regular practices.

The Board regards research as one of the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on research within the term of appointment is deemed to be included within the faculty member's regular institutional salary. Grant funds may not be used to augment the total salary or rate of salary of faculty members during the period covered by the term of faculty appointment or to reimburse faculty members for consulting or other time in addition to a regular full-time institutional salary covering the same general period of employment. However, grant funds may be used to purchase release time for faculty members to conduct the proposed research during their term of appointment. Purchase of release time should be clearly identified so it will not be confused with requests for supplemental income, which is not permissible during the academic year. Further, summer salary for faculty members on academic-year appointments will be funded for no more than three-ninths of their regular academic-year salary.

The budget may request funds for support of graduate student research assistants to help carry out the proposed research. Compensation classified as salary payments must be requested in the salaries and wages category. Any direct costs requested for tuition remission may be listed separately under "Other Direct Costs," or "Fringe Benefits," as appropriate.

Fringe Benefits

Fringe benefits must be treated as direct costs, reimbursable under the grant.

Travel

Travel in the United States and its possessions, Puerto Rico, and Canada is considered domestic travel; all other is foreign. The proposal must include relevant information, including countries to be visited and dates of visit, if known, and justification for any foreign travel planned in connection with the project. Each foreign trip not specifically included and authorized in the grant budget must receive advance written approval by the SBOE if grant funds are to be used.

Allowance for air travel normally will not exceed the cost of round-trip, economy air fare. Persons traveling under SBOE grants or contracts must travel by U.S. flag carriers, if available.

The type and extent of travel and its relation to the proposed activities must be specified. Funds may be requested for:

1. Field work.
2. Attendance at meetings and conferences associated with the proposed work.
3. Other travel and subsistence associated with the proposed work.

In order to qualify for support, attendance at meetings or conferences must enhance the investigator's ability to:

1. Perform the work.
2. Plan extensions of it.
3. Disseminate its results.

Participant Support Costs

This budget category refers to costs of transportation, per diem, stipends, and other related costs for participants in SBOE-sponsored conferences and workshops.

Other Direct Costs

The budget must itemize other anticipated direct costs not included under the headings above, including materials and supplies, publication costs, computer services, and consultant services (which are discussed below). Other examples are: aircraft rental, space rental at research establishments away from the grantee institution, minor building alterations, payments to human subjects, service charges, and construction of equipment or systems not available off-the-shelf. Reference books and periodicals may be charged to the grant only if they specifically relate to the project.

Materials and Supplies: The budget must indicate in general terms the type of expendable materials and supplies required, with their estimated costs. The breakdown must be more detailed when the cost is substantial.

Publication Costs/Page Charges: The budget may request funds for the costs of preparing and publishing the results of the work conducted under the grant, including costs of reports, reprints, page charges, or other journal costs (except costs for prior or early publication), and necessary illustrations.

Consultant Services: Anticipated consultant services and costs must be justified, and information furnished on each individual's expertise, primary organizational affiliation, daily compensation rate, number of days of expected service and travel expenses.

Computer Services: The cost of computer services, including computer-based retrieval of scientific, technical, and educational information, may be requested. A justification on the established computer service rates at the proposing institution must be included. The budget also may request costs, which must be shown to be reasonable, for leasing automatic data-processing equipment. The purchase of computers and associated hardware and software must be requested as items of equipment.

Subcontracts: None of the activities under an SBOE grant may be contracted out or transferred to any organization without prior, written approval by the SBOE. Subcontracts must be disclosed in the proposal so that the grant letter can contain their prior approval. There must be a complete budget, in the prescribed format, for each subcontract. The total amount of each subcontract must appear as a line item under "Other Direct Costs" in the master budget for the project. Collaborative work with another investigator at another state of Idaho institution eligible for these funds (LCSC, BSU, ISU and U of I) may be reflected as a subcontract. However, the total amount requested under these arrangements must not exceed \$25,000.

Current and Pending Support (Form C)

The format for reporting all current and pending support for ongoing projects and proposals is given below. All current project support from any source must be listed. The list must include the proposed project and all other projects requiring a portion of time of the principal investigator, co-principal investigator(s) and other senior personnel, even if they receive no salary support from the project(s). The number of person-months or percentage of effort to be devoted to the projects must be stated, regardless of source support. Similar information must be provided for all proposals that are being considered by or will be submitted soon to other possible sponsors, including NSF, NASA, DOE, NIH, Agriculture, EPA, ONR, NEA, NEH, U.S. Dept. of Education, and any other federal agency which have a national competition for research funds.

If the proposed project has been funded previously by a source other than SBOE, the information requested in the paragraph above must be furnished for the immediately preceding funding period.

If the proposal is being submitted to other possible sponsors, all of them must be listed. Concurrent submission of a proposal to other organizations will not prejudice its review by the SBOE.

Previous Federal Agency Competitive Grants (Form D)

List all federal agency grant awards stemming from national competitive grant programs that the principal investigator(s) has received during the previous 10 year period. The listing must include: (a) the P.I.(s), (b) title, (c) the federal agency, (d) the official award number, and (e) the official initiation and termination dates.

Facilities and Equipment

An appendix must be added to the proposal describing available facilities. Major items of equipment to be used in the proposed work should be described if they are of a specialized nature and essential to the performance of the project.

Equipment to be purchased, modified, or constructed must be described in sufficient detail to allow comparison of its capabilities to the needs of the proposed activities. Whenever, possible, the proposal should specify the manufacturer and model number.

Proposals requesting multiple-use equipment must describe comparable equipment that is already at the proposing organization and explain why it cannot be used. The degree of utilization must be discussed.

Equipment proposals must also describe arrangements for maintenance and operation, including:

1. a biographical sketch of the person(s) who will have overall responsibility for maintenance and operation, and a brief statement of his or her qualifications, if the sketch does not make them obvious.
2. a description of the physical facility where the equipment will be located, including floor plans or other data if appropriate.
3. annual budget for operation and maintenance of the proposed equipment, indicating source of funds.
4. a brief description of other support services available, particularly related equipment, and the annual budget for their operation, maintenance, and administration.

Special-purpose equipment having a unit acquisition cost of more than \$10,000 and purchased or leased with grant funds will be subject to reasonable inventory controls, maintenance procedures, and organizational policies that enhance its multiple or shared use on other projects, if such use does not interfere with the work for which the equipment was acquired.

Special Considerations

A project involving any item listed below must include special information and supporting documents in the proposal, normally in an appendix, before funding can be approved. Some of these are mandated by Federal law.

1. Animal Welfare.
2. Endangered Species.
3. Human Subjects.
4. Marine Mammal Protection.
5. Pollution Control.
6. National Environment Policy Act.
7. Recombinant DNA/RNA Molecules.
8. Historical Sites.
9. International Cooperative Activity.
10. Research Opportunity Award.
11. Facilitation Award for Handicapped.
12. Proprietary and Privileged Information (including matters with national security implications).
13. Collaborative Arrangements (any cooperative agreements to use the services or material of another university or institution).

Documentation must be provided to support other federal or university requirements. Specific guidance on the need for additional documentation may be obtained from SBOE staff.

PROPOSAL EVALUATION CRITERIA

Proposals that are accepted to compete in the SRGP after review by HERC on the commercial application for the state of Idaho will be sent out for an external peer review. The proposal evaluation criteria to be used in the peer review process are:

1. Likelihood that the proposal can be accomplished, based on:
 - Qualifications/capabilities of the investigator(s).
 - Soundness of the proposed approach.
 - Adequacy and appropriateness of the available resources.
2. Merit of the proposal, based on:
 - Likelihood that the proposed work will lead to new discoveries, new knowledge, or fundamental advances in the field.
3. Relevance of the proposed work to extrinsic goals such as:
 - New or improved technology.
 - Economic development.
 - Solution of societal problems.
 - Addition to public awareness and appreciation of the field.

Criteria 1, 2, and 3 constitute an integral set and are applied in a balanced way to all research proposals in accordance with the objectives and content of each proposal. Criterion 1, performance competence, is essential to the evaluation of the quality of every proposal. The relative weight given Criteria 2 and 3 depends on the nature of the proposed work. Criterion 2, intrinsic merit, is emphasized in the evaluation of basic research proposals, while Criterion 3, utility or relevance, is emphasized in the evaluation of applied research proposals. Criterion 3 also relates to major goal-oriented activities, such as those directed at improving the knowledge base underlying science and technology policy, furthering international cooperation in science and engineering, and addressing areas of national need. Similar impacts for other disciplines such as business, social sciences, arts and humanities, with respect to improving the knowledge base underlying policy and/or understanding the discipline, fit this criterion.

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CHECKLIST FOR PROPOSAL SUBMISSION

To assure that proposals are complete, an administrative check must be made before mailing. Please attach the completed checklist as the top sheet of your original proposal.

- _____ Cover Sheet with required signatures
- _____ Eligibility Requirement Sheet
- _____ Table of Contents
- _____ Project Summary (Up to one page)
- _____ Results from prior SBOE support
- _____ Project Description (Up to 10 pages, maximum 26 lines per page)
- _____ Bibliography of pertinent literature
- _____ Biographical Sketches of senior personnel including publications for the last 5 years
- _____ Summary Proposal Budget and Budget Explanation Page(s) in requested format
- _____ Current and Pending Support Form
- _____ Facilities and equipment description
- _____ Documentation for Special Considerations (Check each item applicable)
 - Animal Welfare
 - Endangered Species
 - Human Subjects
 - Marine Mammal Protection
 - Pollution Control
 - National Environment Policy Act
 - Recombinant DNA Molecules
 - Historical Sites
 - International Cooperative Activity
 - Research Opportunity Award
 - Facilitation Award for Handicapped
 - Proprietary and Privileged Information (including matters with national security implications)
 - Collaborative Arrangements
- _____ List of Suggested Reviewers (attach to original only)
- _____ Commercial Application Description (one-page, attach to original only)
- _____ Six copies of the proposal, including the original signed copy
- Optional 3.5 inch computer disk of the summary and entire proposal

**STATE BOARD OF EDUCATION
Cover Sheet for Specific Research Grant Proposals**

TITLE OF PROJECT:

SPECIFIC PROJECT FOCUS:

FIELD NAME(S) AND CODE NUMBER: *see list*

AMOUNT REQUESTED: *(round to the nearest hundred dollars)*

NAME OF INSTITUTION:

DEPARTMENT:

ADDRESS:

EMAIL:

PHONE:

NAME	TITLE	SIGNATURE
PI		
CO-PI		
CO-PI		
CO-PI		
CO-PI		
CO-PI		

AUTHORIZING SIGNATURE

NAME	TITLE	SIGNATURE

INSTRUCTIONS FOR USE OF SUMMARY PROPOSAL BUDGET

General

1. Each grant proposal must contain a Summary Proposal Budget in this format.
2. **Completion of this summary does not eliminate the need to fully document and justify the amounts requested in each category.** Such documentation must be provided on additional page(s) immediately following the budget in the proposal and must be identified by line item. The documentation page(s) must be titled "Budget Explanation Page."

Budget Line Items

Following is a brief outline of budget line items that require explanation.

A., B. and C. Salaries, Wages and Fringe Benefits: Fully justify on Budget Explanation Page(s).

D. Permanent Equipment: While items exceeding \$500 and 2 years useful life are defined as permanent equipment, it is only necessary to list item and dollar amount for each item exceeding \$1,000. Fully justify.

E. Travel: Address the type and extent of travel and its relation to the project. Itemize by destination and cost and justify travel outside the United State and its possessions, Puerto Rico and Canada. Include dates of foreign visits or meetings. Fare allowances are limited to round-trip, jet-economy rates.

F. Participant Support Costs: Normally, participant support may only be requested for grants supporting conferences, workshops, or symposia.

G. Other Direct Costs:

1. Materials and Supplies. Indicate types required and estimate costs.
2. Publications Costs/Page Charges. Estimate cost of preparing and publishing project results.
3. Consultant Services. Indicate name, daily compensation, estimated days of service, travel, and justify.
4. Computer Services. Include justification based on established computer service rates at the proposing institution. Purchase of equipment is included under D.
5. Subcontracts. Include a complete budget and justify details.
6. Other. Itemize and justify. Include computer equipment leasing.

APPLICANTS MUST NOT ALTER OR REARRANGE THE COST CATEGORIES AS THEY APPEAR ON THIS FORM. IMPROPER COMPLETION OF THIS FORM MAY RESULT IN RETURN OF PROPOSAL TO APPLICANT AND ELIMINATION FROM COMPETITION.

Definitions of Categories of Personnel

The personnel categories listed in parts A and B of the proposed budget are defined as follows:

A. Senior Personnel

The principal investigator and any co-principal investigator(s) so designated by the grantee institution. A faculty associate (faculty member) is an individual other than the principal investigator or co-principal investigator who is considered by the performing institution to be a member of its faculty or who holds an appointment as a faculty member at another institution, and who will participate in the project being supported.

B. Other Personnel

1. A Postdoctoral Associate is an individual who received a Ph.D., M.D., D.Sc., or equivalent degree less than five years ago, who is not a member of the faculty of the performing institution, and who is not reported under Senior Personnel above.
2. Other Professional is a person who may or may not hold a doctoral degree or its equivalent, who is considered a professional and is not reported as a principal investigator or co-principal investigator, faculty associate, postdoctoral associate, or student. Examples of personnel included in this category are doctoral associates not reported under B1, professional technicians, mathematicians, physicians, veterinarians, systems experts, computer programmers, and design engineers.
3. A Graduate Student (research assistant) is a part-time or full-time student working on the project in a research capacity who holds at least a bachelor's degree or its equivalent and is enrolled in a degree program leading to an advanced degree.
4. An Undergraduate Student is a student who is enrolled in a degree program (part-time or full-time) leading to a bachelor's degree.
- 5, 6. These categories include persons working on the project in a non-research capacity, such as secretaries, clerk-typists, draftsmen, animal caretakers, electricians, and custodial personnel, regardless of whether they hold a degree or are involved in degree work.

SUMMARY PROPOSAL BUDGET**A. SENIOR PERSONNEL**

Number of Months

Name / Title	Rate of Pay	CAL	ACA	SUM	\$ AMOUNT
SUBTOTAL:					

B. OTHER PERSONNEL

Number of Months

Name / Title	Rate of Pay	CAL	ACA	SUM	\$ AMOUNT
SUBTOTAL:					

C. FRINGE BENEFITS

Rate of Pay (%)	Salary Base	\$ AMOUNT
SUBTOTAL:		

D. EQUIPMENT (List each item with a cost in excess of \$1000)

Item / Description	\$ AMOUNT

E. TRAVEL						
Dates of Travel	No. of Persons	Total Days	Transportation	Lodging	Per Diem	\$ AMOUNT
SUBTOTAL:						
F. PARTICIPANT SUPPORT COSTS:						\$ AMOUNT
1. Stipends						
2. Travel (other than listed in E.)						
3. Subsistence						
4. Other						
SUBTOTAL:						
G. OTHER DIRECT COSTS:						\$ AMOUNT
1. Materials & Supplies						
2. Publication Costs / Page Charges						
3. Consultant Services (include travel expenses)						
4. Computer Services						
5. Subcontracts						
6. Other						
SUBTOTAL:						
H. TOTAL COSTS: (Add subtotals, sections A through G)						TOTAL:
I. AMOUNT REQUESTED:						TOTAL:
PI Signature:						Date

FORM C**CURRENT & PENDING SUPPORT**

The following information should be provided for each investigator and other senior personnel. Use additional sheets as necessary.

Name of Investigator: _____

CURRENT SUPPORT

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	

PROPOSALS PENDING

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	

PROPOSALS PLANNED FOR SUBMISSION IN THE NEAR FUTURE

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	

TRANSFER OF SUPPORT If this project has been funded by another agency, please list information for immediately preceding funding period.

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	

OTHER AGENCIES TO WHICH THIS PROPOSAL HAS BEEN / WILL BE SUBMITTED

Source of Support	Project Title	Award Amount	Period Covered by Award	Person-months or % of effort committed to the project			Location of Research
				ACA	SUM	CAL	

ELIGIBILITY REQUIREMENT SHEET

The following information should be provided for each investigator. Use additional sheets as necessary.

Name of Investigator: _____

Are you a full-time, tenure-track faculty member? _____

Date employed by Idaho Higher Education System. _____

LIST ANY PREVIOUS SRGP GRANT AWARDS:

SBOE Grant Number	Year Received	Project Title

LIST ALL FEDERAL AGENCY COMPETITIVE GRANTS RECEIVED IN THE LAST 10 YEARS:

Source of Support	Amount of Award	Period Covered (mm/dd/yy - mm/dd/yy)	Award Number	Project Title

LIST OF SUGGESTED REVIEWERS

(Attach to original proposal only)

Please list contact information of five potential reviewers. Potential reviewers must reside and work outside the state of Idaho, and should be experts in your field with national prominence and experience. Only one person per institution/organization will be eligible to review. Please include e-mail addresses if available. If there are any individuals that you prefer not review this proposal, please list them at the bottom of this sheet.

DO NOT:

- **Contact these people or they will be disqualified from reviewing.**
- **Include co-publishers within the last five years, your dissertation advisor, a business or financial partner, or others with whom you have had a close working relationship.**

Reviewers should have expertise in the area(s) of:

--

1.	Name:	4.	Name:
	Institution:		Institution:
	Address:		Address:
	Phone:		Phone:
	Email:		Email:
2.	Name:	5.	Name:
	Institution:		Institution:
	Address:		Address:
	Phone:		Phone:
	Email:		Email:
3.	Name:	Please list those individuals that you prefer NOT review this proposal (name & institution)	
	Institution:		
	Address:		
	Phone:		
	Email:		